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Records Retention Requirements

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Management Board of Cabinet



FORWARD

This handbook is intended as a guide to the sections of Ontario's Statues and Regulations requiring organizations in the private sector to retain records. It is a result of a review in co-operation with Ministries and with the Association of Records Managers and Administrators, Financial Executives Institute Canada and the Canadian Manufacturers Association of Statutory and Regulatory records retention requirements. During 1981, the majority of sections of Statutes and Regulations (where appropriate) were amended to provide clear, concise record-keeping requirements and reasonable retention periods. The few remaining unclear record-keeping requirements will be reviewed in 1982 within the following framework.

- 1. Short-term records : up to three years
- 2. Financial/Tax and : six years
 Audit records
- 3. Long-term records : a certain number of years after an event

A precis of each section of the Statute or Regulation requiring record keeping is accompanied by the retention period and the organization(s) required to maintain the record. Indexes provide alphabetical listings of Statutes and organizations required to maintain the record.

The information in this guide reflects legal requirements in effect on December 1, 1981. These requirements are subject to revision in Statutes and Regulations and the user is advised to consult the current Statute or Regulation prior to the destruction of records. Other administrative, legal, audit or historical factors determining the retention period of a record should also be assessed.

Further information on a particular record retention requirement in this publication may be obtained from the Legal Branch of the Ministry responsible for the Statute or Regulation. Additional copies of the publication are available from the Ontario Government Bookstore, 880 Bay Street, Toronto, Ontario.

General information on this publication may be obtained from the Management Board Secretariat, Management Technology Branch, 6th Floor, Frost Building South, Queen's Park, Toronto, Ontario, Telephone Number: 416-965-3681.

December 1, 1981.

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AGRICULTURAL SOCIETIES ACT RRO 8 (1980) SECTION 9

Record: Secretary of Society shall keep record of:

- 1. all business transactions
- all resolutions passed by Society
- 3. all amendments to the by-laws
- 4. list of members of society and addresses
- list of names and addresses of persons to whom money is paid...
- 6. all reports of appointed committees
- 7. all annual, financial and auditors reports.

Retention Period: Not stated.

Retained by: Agricultural Societies.

SECTION 10

Record: Treasurer of a society shall... keep proper books of account and make entries of all receipts and expenditures.

Retention Period: Not stated.

Retained by: Agricultural Societies.

ANIMALS FOR RESEARCH ACT RRO 18 (1980) SECTION 12

Record: Operator of every pound shall maintain a record of every animal in the pound.

Retention Period: Two years from date animal was last in the pound.

Retained by: Pound Operators.

BEEF CATTLE MARKETING ACT RRO 80 (1980) SECTION 4

Record: Every meat plant operator shall keep a record of the sale weight of every beef carcass.

Retention Period: Not stated.

Retained by: Meat Plant Operator.

BEES ACT

RRO 81 (1980) SECTION 3

- Record: 1. Records kept by bee-keeper to show:
 - a) location of each apiary
 - b) period of time each apiary is at each location
 - no. of colonies in each apiary.
 - Records kept by people who sell bees shall 2. show:
 - a) name and address of buyers
 - b) quantity sold
 - c) date of shipment
 - place from which bees were shipped. d)

Retention Period: Not stated. Retained by: Bee Keeper, Bee Seller.

RRO 200 (1980) SECTON 9 (5)

Record: Insured person to provide adequate records or the average yield shall be determined by the

Commission.

Retention Period: Not stated.

Retained by: Tobacco (Black) Producers.

RRO 201 (1980) SECTION 9 (5)

Record: Insured to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated.

Retained by: Tobacco (Burley) Producers.

RRO 202 (1980) SECTION 3 (a)

Record: Average of previous yields of seeded acreage computed by the Commission on the basis of acreage production records.

Retention Period: Not stated.

Retained by: Cabbage and Carrot Producers.

RRO 203 (1980) SECTION 3 (a)

Record: Average previous yields of seeded acreage computed by the Commission on the basis of acreage production records.

Retention Period: Not stated.

Retained by: Cauliflower Producers.

RRO 204 (1980) SECTION 3 (a)

Record: Average previous yields of seeded acreage computed by the Commission on the basis of acreage production record.

Retention Period: Not stated.

Retained by: Bean (Coloured) Producers.

RRO 205 (1980) SECTION 3 (b)

Record: Average previous yields of seeded acreage computed by the Commission on the basis of acreage

production record.

Retention Period: Not stated. Retained by: Corn Producers.

Record: Insured person to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated.

Retained by: Fresh Market Crop Producers.

RRO 209 (1980) SECTION 3(a)

Record: Insured person to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated.

Retained by: Bean (Green and Wax) Producers.

RRO 211 (1980) SECTION 3(a)

Record: Insured person to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated.
Retained by: Lima Bean Producers.

RRO 216 (1980) SECTION 9 (3)

Record: Insured person to provide adequate records of production for preceding six years or the yield shall be determined by the Commission.

Retention Period: Six years. Retained by: Pear Producers.

RRO 218 (1980) SECTION 3(a)

Record: Insured person to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated. Retained by: Pepper Producers.

RRO 220 (1980) SECTION 3 (c)

Record: Production records of the average of previous yields of the variety grown.

Retention Period: Not stated.

Retained by: Corn (Seed) Producers.

RRO 222 (1980) SECTION 3 (a)

Record: Insured person to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated. Retained by: Soybean Producers.

RRO 223 (1980) SECTION 3 (a)

Record: Insured person to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated. Retained by: Spring Grain Producers.

RRO 225 (1980) SECTION 3(a)

Record: Insured person to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated.
Retained by: Corn (Sweet) Producers.

RRO 226 (1980) SECTIONS 3 (b) 9(3)

Record: Insured person to provide adequate records of production for preceding six years or the yield and experience ratio shall be determined by the Commission.

Retention Period: Six years. Retained by: Tomato Producers.

RRO 227 (1980) SECTION 3(a)

Record: Insured person to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated. Retained by: Vine Crop Producers.

RRO 219 (1980) SECTION 3 (a)

Record: Insured person to provide adequate records or the average yield shall be determined by the Commission.

Retention Period: Not stated.

Retained by: Wheat (Winter) Producers.

- Record: 1. Collector shall make and keep a record of dead animals he collects and disposal thereof;
 - 2. Operator of a receiving plant shall make and keep a record of dead animals he receives and disposals thereof;
 - Operator of a rendering plant shall make and keep a record of dead animals he receives and disposal thereof:
 - 4. Broker shall make and keep a record of all meat obtained from dead animals received by him and of the disposal thereof.

Retention Period: Twelve months. Retained by: Dead Animal Disposer.

EDIBLE OIL PRODUCTS ACT

RRO 254 (1980) SECTION 7

- Record: 1. Every manufacturer shall keep records showing:
 - a) ingredients and amounts used in product
 - b) quantities manufactured, sold and retained
 - c) names and addresses of persons products sold to.
 - Every wholesaler shall keep records showing:
 - a) quantities in storage and sold
 - b) names and addresses sold to.

Retention Period: Twelve months.

Retained by: Edible Oil Product Manufacturers, Wholesalers.

FARM INCOME STABILIZATION ACT RRO 320 (1980) SECTION 6

- Record: (1) Sales slips & weigh slips, signed by the buyer & seller, shall be maintained by the seller and submitted to the Commission in respect of every lot of corn for which payment is claimed....
 - (4) Every person enrolled in the plan shall maintain a record of all sales and purchases of corn, other grains & feed.....

Retention Period: Not stated. Retained by: Corn Producers.

RRO 321 (1980) SECTION 6

- (1) Sales slips & weigh slips, signed by the buyer Record: & seller, shall be maintained by the seller and submitted to the Commission in respect of every lot of soybeans for which payment is claimed ...
 - (4) Every person enrolled in the plan shall maintain a record of all sales and purchases of soybeans, other grains & feed.....

Retention Period: Not stated. Retained by: Soybean Producers.

RRO 323 (1980) SECTION 6

- Record: (1) Sales slips & weigh slips, signed by the buyer & seller, shall be maintained by the seller and submitted to the Commission in respect of every lot of white beans for which payment is claimed....
 - (4) Every person enrolled in the plan shall maintain a record of all sales and purchases of white beans, other grains & feed.....

Retention Period: Not stated. Retained by: Bean (White) Producers.

RRO 324 (1980) SECTION 6

- Record: (1) Sales slips & weigh slips, signed by the buyer & seller, shall be maintained by the seller and submitted to the Commission in respect of every lot of winter wheat for which payment is claimed....
 - (4) Every person enrolled in the plan shall maintain a record of all sales and purchases of winter wheat other grains & feed....

Retention Period: Not stated.
Retained by: Wheat (Winter) Producers.

GRAIN ELEVATOR STORAGE ACT RSO C.191 (1980) SECTION 16

Record: Every grain elevator operator shall keep copies of all weigh-tickets issued to each producer separately until he issues grain storage receipts for the full amount of the weigh-tickets.

Retention Period: Not stated. Retained by: Grain Elevator Operators.

LIVE STOCK AND LIVE STOCK PRODUCTS ACT RRO 584 (1980) SECTION 4

Record: At time of collection or receipt of wool, a wool collector or warehouseman shall deliver to the producer, 1 copy of a detailed statement.

Retention Period: Six months.

Retained by: Wool Producer.

SECTION 8

Record: Warehouseman shall deliver to the producer, 1 copy of the wool statement and retain 1 copy.

Retention Period: One year.

Retained by: Wool Warehouse.

LIVE STOCK COMMUNITY SALES ACT RSO C.247 (1980) SECTION 16

Record: After each community sale, every operator shall keep records showing:

- a) names and addresses of sellers and buyers
- b) date of arrival and departure of livestock
- c) identification and description of livestock
- d) sale price
- e) weight of livestock

Retention Period: Twelve months after sale.

Retained by: Live Stock Community Sales Operator.

MEAT INSPECTION ACT

RRO 607 (1980) SECTION 47

Record: Every operator shall make and keep a detailed record of animals inspected in the plant.

Retention Period: Twelve months.
Retained by: Meat Plant Operator.

MILK ACT

RRO 622 (1980) SECTION 10 (3)

Record: Every processor shall keep records showing:

- date of each test;
- batch identification & quantity;
- name of the fluid milk product;
- standard plate count where applicable;
- disposition of batch;
- name & signature of person responsible for records.

Retention Period: Not stated. Retained by: Milk Processors.

RRO 624 (1980) SECTION 4

Record: Agreements or awards received by marketing boards are also filed with the Commission.

Retention Period: Not stated.

Retained by: Milk Marketing Board.

RRO 612 (1980) SECTION 7 SECTION 8

Record: Secretary of Marketing Board shall keep a record of:

- 1. all business transactions
- 2. all orders, directions or determinations
- all reports of committees that are appointed by the board
- all annual statements and financial and auditors reports.

Treasurer of Marketing Board shall keep proper books of account and make entries of all receipts and expenditures.

Retention Period: Not stated.
Retainedy by: Milk Marketing Board.

RRO 629 (1980) SECTION 146

- Record: 1. Operator of every plant shall keep records of:
 - a) all cream received
 - b) rejection and cause
 - c) weights & grades of all cream accepted.
 - 2. Weight, grade or test of milk or cream must be recorded in ink or indelible lead.
 - 3. Operator of plant to keep record of full name and address of producer.
 - 4. Operator to keep record of all weights, grades and tests of cream for at least one year.

Retention Period: One year. Retained by: Dairy Plants.

RRO 631 (1980) SECTION 8 (1)

Record: Every holder of a permit in Form 2 shall keep a monthly record of:

- a) quantity of each class of reconstituted milk manufactured and sold
- o) quantity of each milk product used in manufacture of each class of reconstituted milk.

Retention Period: Not stated.

Retained by: Milk (Reconstituted) Producer.

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- Record: Every holder of a manufacturers' licence shall make and keep records showing:
 - a) names or trade name under which oleomargarine is sold
 - b) quantity manufactured
 - c) names and addresses of persons to whom sold or delivered and quantity sold

SECTION 8

Record: Every holder of a wholesaler's licence shall make and keep records showing:

- a) name or trade name under which oleomargarine is sold
- b) quantities bought and sold by wholesaler
- c) names and addresses of persons from whom oleomargarine was obtained.

Retention Period: One Year Retained by: Oleomargarine Producers.

Retained by: Riding Horse Establishments.

RIDING HORSE ESTABLISHMENTS ACT RRO 905 (1980) SECTION 19,20

Record: Operators of riding horse establishments shall maintain an accurate record of every occasion on which a horse is let out for hire for riding includiong name and address of person.

Operators of riding horse establishments shall maintain a detailed record of every foal under 90 days of age that was foaled in the establishment. Retention Period: Not stated.

MINISTRY OF THE ATTORNEY GENERAL

ASSIGNMENTS AND PREFERENCES ACT RSO C.29 (1980) SECTION 29

Record: Assignee shall prepare and keep accessible to the creditors, accounts and statements of his doings as assignee and of the position of the estate.

Retention Period: Not stated. Retained by: Business (General).

EVIDENCE ACT

Record: A print from photographic film is admissible in evidence when bill of exchange, promissory note, cheque, receipt, instrument, agreement, document, plan or a record or book of entry are photographed in the course of an established practice.

Retention Period: Refer to Section 34 (3). Retained by: General Requirement.

SECTION 34 (3)

Record: Where above records are destroyed before the expiration of 6 years from the date when in the course of business, court may refuse to admit as evidence.

Retention Period: Where originals destroyed after microfilming but before 6 years from currency of item or before 6 years after receipt of claim, photocopy may not be admitted as evidence.

Retained by: General Requirement.

HOTEL REGISTRATION OF GUESTS ACT RSO C.208 (1980) SECTION 2

Record: A register shall be kept in every hotel in which shall be entered the name and usual place of residence of every person admitted as a guest in the hotel.

Retention Period: Not stated. Retained by: Hotels.

LAW SOCIETY ACT

RRO 574 (1980) SECTION 3

Record: Every member shall direct his banker to -

- compute monthly the amount earned by applying to the minimum balance in his mixed trust account rate of interest approved from time to time by trustees.
- . pay quarterly into an account held in the name of the Foundation the amount so calculated, and
- . give written notice to the member and Foundation when each quarterly payment is made.

Retention Period: Not stated. Retained by: Law Society Members.

RRO 573 (1980) SECTION 15

Record: Every member shall maintain books, records and accounts in connection with his practice to record all money and other properties received and disbursed - e.g. books of original entries, clients' trust ledgers, records of transfers of monies, fees book or file of copies of billings, record of balances in trust account, etc.

Retention Period: At least six years. Retained by: Law Society Members.

RSO C.372 (1980) SECTION 9

Record: Every pawnbroker who takes an article shall enter in a book:

- a) the day, month and year
- b) the name, address and identification of person
- c) description of the pledge
- d) sum lent on the pledge.

Retention Period: Not stated. Retained by: Pawnbrokers.

SECTION 12

Record: Every pawnbroker shall keep up to date during each year an alphabetical list of names of persons who have pawned articles.

Retention Period: One Year. Retained by: Pawnbrokers.

SECTION 13

Record: Every pawnbroker shall make a report either for the chief of police or for other person designated.

Reports shall contain every transaction made.

Retention Period: Not stated. Retained by: Pawnbrokers.

RELIGIOUS ORGANIZATIONS' LAND ACT RSO C.448 1980 SECTION 16

Record: The trustee selling or leasing land under this Act, shall have a detailed statement showing the rents that accrued and all sums in their hands.

Retention Period: Not stated. Retained by: Religious Institution.

SECTION 19 (1)

Record: A copy of a resolution shall be entered in the minute book or other record kept for that purpose.

Retention Period: Not stated.

Retained by: Religious Institution.

MINISTRY OF COMMUNITY AND SOCIAL SERVICES

CHARITABLE INSTITUTIONS ACT, RSO 1980 C.64 RRO 95 (1980) SECTION 6 (9)

Record: Written record of inspection and tests of fire equipment, fire drills, fire detection and alarm system, heating system, chimneys and smoke detectors.

Retention Period: At least 2 years from the date of each inspection or test.

Retained by: Charitable Institutions.

SUBSECTION 15 (7)

Record: Written report by physician of each medical examinatin of a resident and any recommendations pertaining thereto.

Retention Period: At least twenty years after the last entry in the records of the resident or where the resident dies, for at least five years after the death of the resident.

Retained by: Charitable Institutions.

SUBSECTION 17 (b)

Record: Subsection (3) a record of the medical examination on admittance together with any recommendations.

Subsection (4) skin test for tuberculosis.

Retention Period: At least twenty years after the last entry in the records of the resident or where the resident dies, for at least five years after the death of the resident.

Retained by: Charitable Institutions.

SECTION 23

Record: Board of an approved corporation to keep an inventory of all furnishings and equipment acquired by each charitable institution.

Retention Period: Current inventory only.

Retained by: Charitable Institutions.

SECTION 28 (1)

Record: Written record and file for each resident (detailed).

Retention Period: At least twenty years after the last entry in the records of the resident or where the resident dies, for a least five years after the death of the resident.

Retained by: Charitable Institutions.

SUBSECTION 29 (4)

Record: Corporation to keep books of account for each charitable institution operated by it, e.g. - revenue and expenditure

- money received from other sources.

Also keep a subsidiary ledger for charges made and payments received for care and maintenance of residents.

Retention Period: At least six years from the date of the last entry in a book of account or ledger for a particular year.

Retained by: Charitable Institutions.

Record: Book of account showing (all deposits) to and withdrawals from the trust account.

Retention Period: At least six years from the date the Trust Account is closed or becomes inactive.

Retained by: Charitable Institutions.

CHILD WELFARE ACT

RSO 1980 C.66 SECTION 34

Record: Every adoption agency and every licensed person shall maintain files for:

- a) a parent who is relinquishing a child,
- b) a prespective adoptive parent,
- c) each child who is placed for adoption,
- d) each foster family,

and review and update above files every six months unitl closed.

Retention Period: Transfer to Ministry of Community and Social Services when no longer required by Agency.

Retained by: Adoption Agencies.

CHILDREN'S INSTITUTIONS ACT RSO 1980 C.67 SECTION 5 (h)

Record: Board shall maintain a written record of inspections and tests of fire equipment, fire drills, fire alarm system, heating system, and chimneys.

Retention Period: At least two years from the date of each inspection or test.

Retained by: Children's Institutions.

SUBSECTION 14 (7)

Record: Physician's detailed written report of results of each medical examination of a resident.

Retention Period: At least twenty years after the last entry in the records of resident or where the resident dies, for a least five years after the death of the resident.

Retained by: Children's Institutions.

SUBSECTION 22 (3)

Record: A record of the medical examination on admittance together with any recommendation.

Retention Period: At least twenty years after the last entry in the records of the child or where the child dies, for a least five years after the death of the child.

Retained by: Children's Institutions.

SUBSECTION 23 (1)

Record: Superintendent to keep a detailed written record, file for each resident.

Retention Period: At least twenty years after the last entry in the record for the resident or where the resident dies, for at least five years after the death of the resident.

Retained by: Children's Institutions.

SUBSECTION 24 (1)

Record: Separate books of account for each approved children's institution operated by the corporation.

revenue and expendituresother monies received.

Retention Period: At least six years after the date of the last entry in a book for a particular year.

Retained by: Children's Institutions.

CHILDREN'S MENTAL HEALTH SERVICES ACT RSO 1980 C.69 RRO. 100 (1980) SECTION 17

Record: Every approved corporation shall maintain an inventory of all furnishings and equipment.

Retention Period: Current inventory only.

Retained by: Children's Mental Health Service Corporations.

SECTION 19 (1)

Record: Every approved corporation shall keep and maintain separate books of account for the approved centres maintained by it.

Retention Period: Six years after last entry for a particular year.

Retained by: Children's Mental Health Service Corporations.

CHILDREN'S RESIDENTIAL SERVICES ACT, RSO 1980 C.71 RRO 101 (1980) SUBSECTION 13 (2)

Record: Separate books of account for the residences operated or maintained by the operator.

Retention Period: At least six years from the date of the last entry in a book for a particular

year.

Retained by: Children's Residential Service Operator.

SECTION 14

Record: Written detailed record and file for each child.
Retention Period: At least twenty years after the last entry in the record for the child or where the child dies, for a least five years after the death of the child.

Retained by: Children's Residential Service Operator.

SECTION 15 (n)

Record: Written record of fire drills and inspections and tests of fire extinguishers, heating system and chimneys.

Retention Period: At least two years from the date of the inspection or test.

Retained by: Children's Residential Service Operator.

SUBSECTION 18 (5)

Record: Record of medical examination of each child with any recommendations for further treatment and need of child.

Retention Period: At least twenty years after the last entry in the record for the resident or where the resident dies, for at least five years after the death of the resident.

Retained by: Children's Residential Service Operator.

SECTION 48

Record: Written case record for each resident.

Retention Period: At least twenty years after the last entry in the record for the resident or where the resident dies, for at least five years after the death of the resident.

Retained by: Children's Residential Service Operator.

SECTION 60 (a)

Record: Section 60(g) - test of smoke detectors 60(h) - battery operated smoke alarms - new batteries annually and record of installation kept.

Retention Period: At least two years from the date of each test or installation.

Retained by: Children's Residential Service Operator.

SECTION 61 a

Record: Inspection, servicing, test and training sessions under section 61.

Retention Period: At least two years after the last inspection, service, test or training session.

Retained by: Children's Residential Service Operator.

DAY NURSERIES ACT RRO 235 (1980) SUBSECTION 8 (3)

Record: Detailed records in respect of every child enrolled in a day nursery.

Retention Period: At least two years after the discharge of the child.

Retained by: Day Nursery Operator.

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SUBSECTION 12 (3)

Record: A daily record signed by those who have custody of keys re prescription drugs and medications showing amounts dispensed and on hand.

Retention Period: At least two years from the date of the last entry in a book for a particular vear.

Retained by: Day Nursery Operator.

SUBSECTION 15 (1)

Record: Financial records showing assets, liabilities, income, expenses and accumulated surplus and deficit of a day nursery.

Retention Period: At least six years from the time of their making.

Retained by: Day Nursery Operator.

SECTION 25

Record: Municipality, bank or approved corporation to keep an inventory of all furnishings and equpment acquired.

Retention Period: Current inventory only. Retained by: Day Nursery Operator.

SUBSECTION 30 (1)

Record: Corporation to keep separate books of account for the day nurseries maintained and operated by them - e.g. revenue and expenditures and monies received from other sources.

Retention Period: At least six years from the date of the last entry in a book for particular year. Retained by: Day Nursery Operator.

ELDERLY PERSONS CENTRES ACT RSO 1980 C.131 RRO 278 (1981) SECTION 9

Record: A municipality or an approved corporation shall keep an inventory of all furnishings and equipment acquired by the centre.

Retention PeriodN: Current Inventory Only. Retained by: Elderly Persons Centre

Corporations/Municipalities.

SECTION 14 (d)

Record: A municipality or an approved corporation shall maintain separate books of account re revenues and expenditures and other monies received by each centre.

Retention Period: At least six years from the date of the last entry in a book for a particular year.

Retained by: Elderly Persons Centre Corporations/Municipalities.

HOMES FOR THE AGED AND REST HOMES ACT, RSO 1980 C.203

RRO 502 (1980) SECTION 5 a

Record: The resident records required to be kept under 5 (c), (e), (f), (g) and (n).

Retention Period: At least twenty years after the last entry in the record of the resident or, where the resident dies, for at least five years.

Retained by: Homes for the Aged/Rest Homes.

SECTION 17 (g)

Record: A written record of inspections and tests of fire equipment, fire drills, fire alarm system, the heating system and chimneys.

Retention Period: For at least two years from the date of the inspection or test.

Retained by: Homes for the Aged/Rest Homes.

SECTION 22 (2)

Record: A complete inventory of furnishings and equipment kept.

Retention Period: Current inventory only.
Retained by: Homes for the Aged/Rest Homes.

SECTION 22 (3)

Record: Books of account and ledgers.

Retention Period: At least six years from the date of the last entry in a book for a particular year.

Retained by: Homes for the Aged/Rest Homes.

SUBSECTION 24 (1)

Record: Resident's record.

Retention Period: For a least twenty years after the last entry in the record of the resident or, where the resident dies, for at least five years after the death of the resident.

Retained by: Homes for the Aged/Rest Homes.

SUBSECTION 25 a

Record: Resident records required to be kept under subsections 25 (5) and (8).

Retention Period: At least twenty years for the date of the last entry in the record for the resident or, where the resident dies, for at least five years after the death of the resident.

Retained by: Homes for the Aged/Rest Homes.

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Record: Trust Account.

Retention Period: Six years from the date the Trust Account is closed or becomes inactive.

Retained by: Homes for the Aged/Rest Homes.

HOMES FOR RETARDED PERSONS ACT, RSO 1980 C.201 RRO 500 (1980) SECTION 4 (g)

Record: A written record of inspections and tests of fire equipment, fire drills, fire detection and alarm systems, heating system, chimneys and smoke detectors.

Retention Period: At least two years from the date of the inspection or test.

Retained by: Homes for the Retarded.

SECTION 6

Record: The board shall keep an inventory of all furnishings and equipment acquired by an approved home.

Retention Period: Current inventory only. Retained by: Homes for the Retarded.

SUBSECTION 13 (7)

Record: The physician shall make a detailed written report of the results of each medical examination of a resident and any recommendations - kept with other records of the resident.

Retention Period: At least twenty years after the last entry in the record for the resident or, where the resident dies, for at least five years after the death of the resident.

Retained by: Homes for the Retarded.

SUBSECTION 20 (1)

Record: The superintendent or board of an approved home or auxiliary resident shall keep a written record and file for each resident (detailed) - includes medical findings and recommendations.

Retention Period: At least twenty years after the last entry in the record for the resident or, where the resident dies, for at least five years after the death of the resident.

Retained by: Homes for the Retarded.

SUBSECTION 21 (1)

Record: Corporation keeps separate books of account for each approved home showing revenue and expenditures and monies received from other sources.

Retention Period: At least six years after the date of the last entry in a book for a particular year.

Retained by: Homes for the Retarded.

TRAINING SCHOOLS ACT, RSO 1980 C.508

RRO 937 (1980) SECTION 28

Record: Every private training school shall keep books of account setting forth the revenue and expenditures

and containing money received.

Retention Period: At least six years from the date of the last entry in a book for a particular year.

Retained by: Training Schools.

VOCATIONAL REHABILITATION SERVICES ACT, RSO 1980 C.525 RRO 943 (1980) SECTION 21 a

Record: Those required to be kept under the clause 21 (c) (i) and (ii) (persons receiving services, books of account).

Retention Period: Under 21 (c) (i) at least six years from the date of the last entry in a book for a particular year - under 21 (c) (ii) at least during the period the person is enrolled in the workship.

Retained by: Vocational Rehabilitation (Approved Organizations).

SECTION 23 (g)

Written record of inspection and tests of fire Record: equipment, fire drills, fire detectors and alarm systems, heating systems, chimney and smoke detectors.

Retention Period: At least two years from the date of the inspection or test.

Retained by: Vocational Rehabilitation (Approved Organizations).

SECTION 25

Board of Directors of approved organization to keep Record: an inventory of all furnishings and equipment acquired by it.

Retention Period: Current inventory only. Retained by: Vocational Rehabilitation (Approved Organizations).

MINISTRY OF CONSUMER & COMMERCIAL RELATIONS

BAILIFFS ACT

RSO 1980 C.37 SECTION 13 (3)

Record: Books of account, etc. Retention Period: Not specified. Retained by: Bailiffs.

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RSO 1980 C.54 SECTION 149

BUSINESS CORPORATIONS ACT

Record: Records kept by a corporation must be kept in a bound or loose-leaf book or by means of an electronic, mechanical or other device.

Retention Period: Included as information pertinent to retaining records.

Retained by: Business Corporations.

SECTION 150

Record: Corporation shall keep:

- 1. Copy of articles of corporation
- 2. All by-laws and resolutions
- 3. Register of security holders
- 4. Register of directors (names & addresses)
- Proper accounting records (financial and other transactions)
- 6. Minutes of all proceedings at meetings.
 Retention Period: Not specified. (Refer to Section 154,237)
 Retained by: Business Corporations.

SECTION 151

Record: Register of transfers of securities issued by the corporation.

Retention Period: Not specified. (Refer to Section 154,237) Retained by: Business Corporations.

SECTION 153 (5)

Record: Spent security certificates or warrants.
Retention Period: 6 Years.
Retained by: Business Corporations.

SECTION 154

Record: Records mentioned in sections 150 and 151 shall be open to examination and kept in head office.

However, minister may permit corporation to retain them at other places.

Retention Period: Included as information pertinent to retaining records.

Retained by: Business Corporations.

SECTION 237

(THIS SECTION CONTAINS RECORD RETENTION REQUIREMENTS)

Record: 1. Disposal of Records after winding up - where corporation has been wound up under Section 193 to 236 and is about to be dissolved, its documents and records and those of the liquidator may be disposed of by resolution or as court directs.

SECTION 237

2. When responsibility as to custody of records, etc. to cease. - after 5 years from date of dissolution of corporation, no responsibilities rests on it or the liquidator or anyone in custody of the records.

Retention Period: See Sections 150, 151, 153. Retained by: Business Corporations.

CEMETERIES ACT RSO 1980 C.59 RRO 90 (1980) SECTION 19

Record: Every owner shall keep a register showing:

- a) name and address of every owner of a lot
- b) every transfer of ownership of lot.

Retention Period: Not stated. Retained by: Cemeteries.

SECTION 20

Record: Every owner shall keep a separate register showing:

- a) name of every deceased person interred
- b) location of every dead body
- c) date of burial
- d) particular of every disinterment or removal of body.

Retention Period: Not stated. Retained by: Cemeteries.

SECTION 21

- Record: 1) Transfer of ownership of a lot is made through a written notice to owner of cemetery containing a description of lot, date of sale and name and address of the transferee.
- 2) Owner of cemetery shall enter in register, date of transfer and name and address of transferee. Retention Period: Not stated. Retained by: Cemeteries.

COLLECTION AGENCIES ACT, RSO 1980 C.73 RRO 103 (1980) SECTION 13(12)

Record: Books of account showing money received and paid out. (various journals)

Retention Period: Six years.

Retained by: Collection Agencies.

CONDOMINIUM ACT

Record: Adequate records for inspection

Retention Period: Not specified

Retained by: Condominium Corporations.

CONSUMER PROTECTION ACT, RSO 1980 C.87

RRO 181 (1980) SECTION 9 (3)

Record: Ledger Account - full details of all trust monies

received and disbursed.

Retention Period: Six years. Retained by: Consumer Agencies.

CONSUMER REPORTING ACT RSO 1980 C.89 SECTION 11 (1)

Record: Every consumer reporting agency shall maintain all material and information to which the person is

entitled to disclosure.

Retention Period: Not specified. (but length of time after which information may not be reported is

7 years)

Retained by: Consumer Reporting Agencies.

CO-OPERATIVE CORPORATIONS ACT RSO 1980 C.91 SECTION 113

Record: Records may be kept in a bound or looseleaf book, or by means of a mechanical, electronic or other device.

Retention Period: Not stated. (Refer to Section 117) Retained by: Co-Operative Corporations.

SECTION 114

Record: A co-operative shall keep:

- 1. copy of the articles of the co-operative.
- 2. by-laws and resolutions.
- 3. register of mumbers and security holders.
- 4. register of directors.
- 5. proper accounting records.
- 6. minutes of proceedings at meetings.

Retention Period: Not stated. (Refer to Section 117) Retained by: Co-Operative Corporations.

SECTION 115

Record: Register of transfers in which all transfers of securities issued by the co-op. shall be set out.

Retention Period: Not stated. (Refer to Section 117)

Retained by: Co-Operative Corporations.

SECTION 117

Record: A co-operative registrar or transfer agent is not liable to produce a security certificate or any document that is evidence of transfer or issue of certificate after 6 years. The 6 year limitation applies to Security Certificate as specified under 117 3 (a) and (b) or any document evidencing issue or transfer of same.

Retention Period: Not stated.
Retained by: Co-Operative Corporations.

SECTION 118

Record: Co-operative may keep at any place where it conducts its affairs, such parts of the accounting records as they relate to the operations, business and assets and liabilities of the co-op.

Retention Period: Not stated. (Refer to Section 117)

Retained by: Co-Operative Corporations.

SECTION 128

Record: Directors shall present at annual meeting:

- financial statement made up of -
 - statement of profit and loss
 - statement of surplus
 - statement of patronage returns
 - statement of source and application of funds
 - balance sheet
 - auditor's report

Retention Period: Not stated. (Refer to Section 117) Retained by: Co-Operative Corporations.

SECTION 135

Record: Assets, liabilities and income and expense records of any subsidiaries of a holding co-op \underline{not} included in the financial statement of the hoding co-operative.

Retention Period: Not stated. (Refer to Section 117) Retained by: Co-operative Corporations.

CORPORATIONS ACT

RSO 1980 C.95 SECTION 41

Record: Every company shall keep a register of transfers.

Retention Period: Not specified. (Note: the requirements of the Business Corporation Act for records retention apply to this Act for purposes of winding up a corporation)

Retained by: Corporations.

SECTION 43

Record: Registers kept at Head Office or other places as appointed by Directors.

Directors may close register of transfer (by resoultion)

Retention Period: Not specified. (Note: the requirements of the Business Corporatons Act for records retention apply to this Act for purposes of winding up a corporation)

Retained by: Corporations.

SECTION 299

Record: Corporation shall cause minutes of all proceedings at meetings of shareholders to be entered in books.

Retention Period: Not specified. (Note: the requirements of the Business Corporations Act for records retention apply to this Act for purposes of winding up a corporation)

Retained by: Corporations.

SECTION 300

Record: Corporation shall keep:

- Copy of letters patent and supplementary letters patent issued to corporation and a memorandum of agreement or copy of Act.
- All by-laws and special resolutions of corporation.
- 3. A register of shareholders.
- 4. A register of directors.

Retention Period: Not specified. (Note: the requirements of the Business Corporations Act for records retention apply to this Act for purposes of winding up a corporation)

Retained by: Corporations.

SECTION 302

Record: Corporation shall keep proper books of account and accounting records re all financial and other transactions of corporation.

Retention Period: Not specified (Note: the requirements of the Business Corporation Act for records retention apply to this Act for purposes of winding up a corporation.)

Retained by: Corporations.

CORPORATIONS INFORMATION ACT RSO 1980 C.96 SECTION 3 (7)

Record: Corporation shall retain duplicates of all notices submitted under this Act.

Retention Period: Not specified.

Retained by: Corporations.

CREDIT UNIONS AND CAISSES POPULAIRES ACT RSO 1980 C.102 SECTION 24

- Record: 1. Every credit union shall keep a register of members and shares.
 - 2. A statement as to names and addresses of members and number of shares; date, name of person entered in register as member; date any person ceased to be member.
 - 3. Every credit union shall keep
 - a) copy of its articles;
 - b) by-laws and resolutions;
 - c) register of members of Board of Directors, etc.
 - d) register of all securities;
 - e) books of account and accounting records;
 - f) minutes of all proceedings at meetings.

Retention Period: Not stated.

Retained by: Credit Unions, Caisses Populaires.

SECTION 71

Record: Board of Directors shall retain:

- a) financial statements
- b) report of supervisory committee
- c) report of auditor, etc.

Retention Period: Not stated.

Retained by: Credit Unions, Caisses Populaires.

ELEVATING DEVICES ACT

O.REG. 229 (1981) SECTION 13

Record: Contractors are required to maintain a list of elevating devices maintained, with quarterly updating.

Retention Period: Updated quarterly.

Retained by: Elevating Device Contractors.

SECTION 23

Record: Owners and Contractors of certain types of elevating devices are to maintain a record of inspections and tests.

Retention Period: Three years.

Retained by: Elevating Device Owners/Contractors.

SECTION 51

Record: Owners of passenger ropeways are to retain log

Retention Period: Two Years or Ten Years. (see Regulation) Retained by: Ropeways (Passenger) Owners.

ENERGY ACT, RSO 1980 C.139 RRO 292 (1980) SECTION 9 (Propane Code)

Record: Owner of tank truck, cargoliner, filling plant and cylinder handling facility shall prepare a report on each inspection on a form and forward two copies to area inspector and retain one copy at the vehicle.

Retention Period: Until the next inspection.
Retained by: Tank Truck, Cargoliner, Filling Plant,
Cylinder Handling Facility.

ENERGY ACT, RSO 1980 C.139 RRO 288 (1980) SECTION 3

Record: When leak is suspected, owner of a tank or piping shall certify on record that he has witnessed all tests and repairs and shall maintain the records.

Retention Period: Two Years.
Retained by: Tank/Piping Owner.

GASOLINE HANDLING ACT, RSO 1980 C.185 RRO 439 (1980) SECTION 6(42) & (43)

Record: Operators of bulk plants and of other facilities that have above ground tanks shall maintain for each tank a permanent record of gauge or dip readings in order to facilitate early detection of hidden leaks.

Retention Period: Two years.

Retained by: Tank Truck, Cargoliner, Filing Plant,
Cylinder Handling Facility.

SECTION 9 (17)

Record: Underground storage tanks for gasoline that are not in use - if temporary and not exceed 180 days, owner must arrange for monthly gauging of each tank and maintain a record for inspection.

Also a record of all tests and repairs.

Retention Period: Two years.

Retained by: Tank Truck, Cargoliner, Filing Plant, Cyliner Handling Facility.

SECTION 9 (21)

Record: Operators of seasonal underground storage facilities shall also at close of season maintain a record of dips.

Retention Period: Two years.

Retained by: Tank Truck, Cargoliner, Filing Plant,
Cylinder Handling Facility.

SECTION 8 (34)

Record: Operator of a service station shall maintain a record for each tank to provide a permanent record of gauge, dip and water dip readings.

Retention Period: Two years.

Retained by: Tank Truck, Cargoliner, Filing Plant, Cylinder Handling Facility.

SECTION 8 (35) & (36)

Record: When leak is suspected, owner of underground tanks shall certify on record that he has witnessed all tests and repairs required and records shall be retained.

Retention Period: Two years.

Retained by: Tank Truck, Cargoliner, Filing Plant, Cylinder Handling Facility.

<u>SECTION</u> 7 (39) (1) (d) (IV) (V) and (2) (d) (IV) (V)

Record: Where a steel tank is to be installed underground, the owner or his authorized representative shall certify on the record of the pressure test that he has witnessed the pressure test and records be maintained and available for inspection. The same requirement applies to F.R.P. tanks.

Retention Period: Two years.
Retained by: Gasoline Plants/Facilities.

$\frac{\text{SECTION 7 (39) (3) (K) and}}{\text{(4) (a) (i) (j)}}$

Record: Underground steel tanks connected to a tank shall have test record sheets for the test, certified by owner that lines have been proven tight and records shall be retained. The same requirement applies to F.R.P. pipes.

Retention Period: Two Years for all sections of the regulation.

Retained by: Gasoline Plants/Facilities.

LOAN AND TRUST CORPORATIONS ACT RSO 1980 C.249 SECTION 18(2)

Record: Report issued by Directors to shareholders re:

- total number of shares allotted
- total amount of cash received
- abstract of receipts and payments
- names, address and descriptions of directors, etc.
- particulars of any contracts.

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

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SECTION 18(5)

Record: List showing names and addresses of the shareholders, and the number of shares held by each of them.

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 25

Record: Minute Book - showing all transactions of general meetings of the corporation and board of directors. Delegated powers are also stated in writing and entered in minute book (S.40(3)).

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 29

Record: By-law book - recording all by-laws. Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 66

Record: Every corporation (with head office in Ontario) shall keep:

- a) a copy of the letters patent and of any supplementary letters patent issued to the corporation.
- b) the names, address of persons who are and have been directors of the corporation.
- c) the names of all persons who are shareholders.
- d) numbers of shares held by each shareholder, and
- e) the date and other particulars of all transfers of shares.

Retention Period: Not stated. Retained by: Loan and Trust Corporations.

SECTION 67

Record: Register(s) of all securities held by corporation.
Retention Period: Not stated.
Retained by: Loan and Trust Corporations.

SECTION 75

Record: Directors before each annual meeting, present:

- a financial statement showing:
 - statement of profit and loss
 - statement of retained earnings
 - statement of general reserve.

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

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Record: Record of deposits.
Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 90 (9)

Record: Every trust company registered in Ontario and incorporated under Trust Companies Act (Canada) shall file with the Registrar copies of all applications and supporting documents for any increase in the amount it may borrow or receive as deposits, etc.

Registrar may also request additional information to company's annual or other returns (Sec. 91(6)).

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 166

Record: Semi-annual return showing the changes in investments and loans of the company.

Quarterly statement re amount of deposits and of funds received for guaranteed investment.

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 167

Record: Quarterly returns by loan companies showing amount of cash and securities required to be maintained and amount of deposits and of obligations of the corporation.

Semi-annual return re changes in investments and loans.

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 168

Record: Annual statement re financial condition and affairs of the corporation. Report of the auditor to be included and filed with Registrar.

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

RRO 589 (1980) SECTION 7

Record: A register shall be maintained for each Fund showing:

- date of each admission of trust money to the
- date of each withdrawal
- number of units currently held
 - share in any liquidating account.

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 11

Record: Investments of a Fund to be kept separate from trust company's own property.

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 12

Record: Complete set of accounting records for the Fund. Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

RRO 593 (1980) SECTION 2 (3) (d)

Record: Loan corporation shall provide Registrar copies of its financial statements and other information re investments in share of a <u>foreign loan company</u>.

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

SECTION 4 (1) (b) & (c)

Record: Before an investment is made in the shares of a mutual fund corporation, the loan corporation to furnish a certified copy of the instrument of incorporation, by-laws and financial statement.

The corporation will also provide Registrar with copies of financial statement of mutual fund corporation and other information concerning affairs of corporation.

Note: This same requirement applies to investments in:

- a) foreign Trust Company, Section 2 (c,d)
- b) Real Estate Corporation, Section 3 (c,d)
- c) Mutual Fund Sales or Management Corporation Shares, Section 5 (2)(b)(c)
- d) Ancillary Business Corporation Shares, Section 7 (2)(a)(b)

Retention Period: Not stated.

Retained by: Loan and Trust Corporations.

LIQUOR CONTROL ACT, RSO 1980 C.243

RRO 580 (1980) SECTION 12

Record: Every manufacturer shall keep books and records of all grapes, cherries, other Ontario fruit, sugar and other material purchased for producing and processing Ontario wine as well as a record for selling wine.

Retention Period: Not stated.

Retained by: Liquor, Wine Manufacturers.

LIQUOR LICENCE ACT, RSO 1980 C.244

RRO 581 (1980) SECTION 8

Record: Every holder of a licence shall keep books and records that show a daily record of all purchases, sales and stock of liquor.

Retention Period: Not stated. Retained by: Liquor Licensees.

SECTION 9

Record: Daily record maintained showing sale of liquor and food in an establishment licenced as dining room, dining lounge or club (individual bills, tapes, and checks).

Retention Period: Not stated. Retained by: Liquor Licensees.

SECTION 26

Record: Officers and directors of a club shall keep a list of names and addresses of members and guests.

Retention Period: Not stated. Retained by: Liquor Licensees

MORTGAGE BROKERS ACT, RSO 1980 C.295

RRO 662 (1980) SECTION 7

Record: Every mortgage broker must keep proper records and books of account.

Retention Period: 6 Years.

Retained by: Mortgage Brokers.

SECTION 8

Record: Prospectus delivered and written acknowledgement of receipt obtained and retained for inspection by Registrar.

Retention Period: Not less than 3 years.

Retained by: Mortgage Brokers.

MOTOR VEHICLE DEALERS ACT, RSO 1980 C.299

RRO 665 (1980) SECTION 15

Record: Motor vehicle dealers must retain purchase orders, sales orders, written records, etc.

Retention Period: Two Years.

Retained by: Motor Vehicles Dealers.

SECTION 20

Record: Trust ledger must be maintained including names of parties and details of transactions.

Retention Period: Six Years.

Retained by: Motor Vehicles Dealers.

OPERATING ENGINEERS ACT, RSO 1980 C.363

RRO 740 (1980) SECTION 21

Record: User shall provide a log book where person in charge of a shift shall record:

- a) date, number of shift and his name
- b) any change
- c) any special instructions
- d) any unusual conditions
- e) repairs to any part of plant
- f) time of commencing and termination shift

Retention Period: One year.

Retained by: Operating Engineer (User).

SECTION 29

Record: Results from pressure recording device shall be retained.

Retention Period: One year.

Retained by: Operating Engineer (User).

PREARRANGED FUNERAL SERVICES ACT RSO 1980 C.387 SECTION 1

Record: Every funeral director shall maintain a register or ledger showing:

- a) date of agreement,
- b) name and address of person,
- c) date on which agreement if performed or cancelled,
- d) full details of trust monies received and deposited.

Retention Period: Not stated.

Retained by: Funeral Director.

SECTION 2 (b)

Record: When agreement is cancelled, a written notice is received by funeral director.

Retention Period: Not stated.

Retained by: Funeral Director.

SECTION 3 (1)

Record: Separate register shall be maintained for each funeral establishment within a large firm or

corporation.

Retention Period: Not stated. Retained by: Funeral Director.

SECTION 3 (2)

Record: Authority for payment of trust account.
Retention Period: Not stated.
Retained by: Funeral Director.

REAL ESTATE & BUSINESS BROKERS ACT RSO 1980 C.431
SECTION 19

Record: Every broker shall keep a trade record sheet, books of account and trust ledger.

Retention Period: 6 Years

Retained by: Real Estate/Business Brokers

SECTION 38

Record: Prospectus delivered and written acknowledgement of receipt obtained and retained for inspection by Registrar.

Retention Period: Not less than 3 years. Retained by: Real Estate/Business Brokers

TRAVEL INDUSTRY ACT, RSO 1980 C.509

RRO 938 (1980) SECTION 17

Record: Accounting records, cheques, receipts, etc.

SECTION 17 (2)(d)

Record: Written record of cheques issued re purchase or sale of a travel service.

Retention Period: Six Years Retained by: Travel Agencies

MINISTRY OF CULTURE AND RECREATION

PUBLIC LIBRARIES ACT, RSO 1980 C.414 SECTION 11 (2) b

Record: Every board shall appoint a secretary who shall keep a full and correct record of the proceedings of every meeting of the board.

Retention Period: Not stated. (see Sections 299, 302 Corporations Act, RSO 1980, C.95)

Retained by: Library Board.

APPRENTICESHIP AND TRADESMEN'S QUALIFICATION ACT RSO 1980 C.24

Record: The progress record book issued by the director to an apprentice in a certified trade for recording time spent in related training and work experience.

Retention Period: See Progress Record book for instructions.

Note: This record and record retention requirement are identical for the following Tradesmen:

RRO 44 (1980) SECTION 8 Retained by: Ironworkers O.REG. 498/81 SECTION 11 Bakers Brick & Stone Mason RRO 26 (1980) SECTION 10 RRO 27 (1980) SECTION 9 Cement Mason Construction Boilermaker RRO 28 (1980) SECTION 8 Construction Millwright RRO 29 (1980) SECTION 8 RRO 30 (1980) SECTION 9 Cook Electrician RRO 32 (1980) SECTION 11 General Machinist RRO 38 (1980) SECTION 8 Industrial Mechanic RRO 43 (1980) SECTION 9 Millwright RRO 45 (1980) SECTION 9 Lather RRO 46 (1980) SECTION 11 Lineman Motor Vehicle Mechanic RRO 47 (1980) SECTION 9 Mould Maker RRO 49 (1980) SECTION 8 Painter RRO 50 (1980) SECTION 11 Radio & Television Service Technician RRO 54 (1980) SECTION 7 Refrigeration & Air-Conditioning RRO 55 (1980) SECTION 8 Mechanic Sheet Metal Worker RRO 57 (1980) SECTION 8 Sprinkler & Fire Protection Installer RRO 58 (1980) SECTION 8 Tool & Die Maker RRO 60 (1980) SECTION 8

MINISTRY OF COLLEGES AND UNIVERSITIES ACT RSO 1980 C.272 RRO 644 (1980) SECTION 22

Record: Quarterly Reports showing the total of all outstanding student loans and copies of all documents relating to student loans processed by a bank.

Retention Period: Not stated. Retained by: Banks.

MINISTRY OF EDUCATION ACT RRO 271 (1980) SECTION 32

Record: Where pupil retires from school (including private school) the principal shall give to the pupil or his parent or guardian:

- a) a true copy of Part C of the record folder in respect of the pupil; and
- b) the information and materials that are stored in the record folder (excluding achievement forms and record of French instruction).

Retention Period: If not requested by guardian, parent or pupil within 90 days after retirement, destroy.

Retained by: Schools.

SECTION 34

- Record: 1) A record folder in respect of a pupil shall be retained by the board
 - a) in the school attended by the pupil immediately before his retirement from school or
 - b) in a central records office maintained by the board that operated the school.

Retention Period: Seventy years from the year in which the pupil retires, or three years if microfilmed. Microfilm also retained for seventy years.

Retained by: School Boards.

MINISTRY OF THE ENVIRONMENT

ENVIRONMENTAL PROTECTION ACT RSO 1980 C.141 SECTION 136

Record: Operators of waste management systems and waste disposal sites shall maintain records and reports.

Also records are to be kept and returns made by persons to whom a licence has been granted.

Retention Period: Refer to Regulations.

Retained by: Waste Management.

RRO 303 (1980) SECTION 10

Record: Operator of site shall show records (monthly) indicating:

- source, volume in barrels and chemical composition of wastes received at the site.
- 2. the treatment provided,
- the volume in barrels of wastes discharged into the well,
- 4. the minimum and maximum injection pressure and annulus pressure and the average and maximum rate of discharge, and
- 5. the results of monitoring programs.

Retention Period: Not stated. Retained by: Waste Management.

O.REG. 374 (1981) SECTION 13

Record: A person who holds a licence under section 61 of the Act for the operation of a Class 7 sewage system shall keep daily records and submit a report summarizing the information recorded to the Director.

Retention Period: Not stated. Retained by: Sewage System Operator.

RRO 313 (1980) SECTION 4(2)

- Record: a) Operator from a Class 2 waste management systems shall record his name and address, and the registration of the vehicle used on a numbered form obtained from the Ministry.
 - b) Operator of a Class 1 waste management system shall record on the form the name and address of the producer of liquid industrial waste, description and amount of waste being transferred and time, date and place of transfer.

Retention Period: One Year. Retained by: Waste Management.

RRO 313 (1980) SECTION 5 (2)

Record: Operator of a Class 2 waste management system shall:

- 1. complete on a numbered form from the Ministry his name and address, registration number of vehicle, list of numbers of all forms provided and if any of the liquid industrial waste being transferred was received from a Class 2 waste management system, etc.
- 2. if the transfer is to a sewage works under the Ontario Water Resources Act, the same form is used to record location of the sewage works, description and amount of waste being transferred and the date, time and place.
- 3. the operator of a waste management system or waste disposal site to which the liquid is transferred shall also complete the form in the prescribed manner.

Retention Period: One Year. Retained by: Waste Management.

ONTARIO WATER RESOURCES ACT, RSO 1980 C.361 RRO 739 (1980) SECTIONS 19 & 20

Record: A contractor shall maintain and have available at the well site during construction or testing up-to-date records of the construction or testing of the well.

He shall also make a return to the Ministry (Form 7).

Retention Period: Until construction or testing completed and a return made.

Retained by: Well Contractor.

PESTICIDES ACT, RSO 1980 C.376

RRO 751 (1980) SECTION 70 (1)

Record: Persons operating airborne machines in performing land or water extermination shall keep a record (Form 6) of each land or water extermination performed and provide a copy to the operator if performed for an operator.

Retention Period: One year or such longer period as may be required by the Director in writing.

Retained by: Pollution Control. (Pesticides)

SECTION 97 (1)

Record: Every holder of a vendor's licence shall keep a record of each sale or transfer of a Schedule 1, 2 and 5 pesticide showing name and address of the purchaser or transferee, type and class of permit or licence and description of pesticide sold or transferred, etc.

Retention Period: Three years.

Retained by: Pollution Control. (Pesticides)

MINISTRY OF HEALTH

DENTURE THERAPISTS ACT, RSO (1980) C.115 RRO 238 (1980) SECTION 13

Record: Licensee shall keep patient records, including fees.

Retention Period: Not Stated.

Retained by: Dentists.

HEALTH DISCIPLINES ACT

RSO (1980) C.196 SECTION 152

Record: Record of every purchase or sale of drug.

Retention Period: Not specified.

Retained by: Pharmacists.

Record: Prescription record for any drugs. Retention Period: Not less than 6 years. Retained by: Pharmacists.

RRO 451 (1980) SECTIONS 60,61

62,63

Record: a) Record of sale of drugs.

b) Prescriptions for drugs.

Retention Period: Not less than 2 years or until he ceases to engage in practice of medicine, whichever first occurs.

Retained by: Dentists.

RRO 448 (1980) SECTION 29

Record: Medical record of patients.

Retention Period: 6 Years after date of last entry or until member ceases to engage in the practice of medicine whichever first occurs.

Retained by: Physicians.

SECTION 32

Record: Record of the sale of certain drugs. Retention Period: Not stated. Retained by: Physicians.

SECTION 34

Record: Precription (detailed)
Retention Period: Not less than 2 years or until s/he
ceases to engage in practice of medicine.
Retained by: Physicians.

O.REG. 665 (1981) SECTION 1

Record: Nurse shall maintain nursing records for patients.

Retention Period: 20 years after discharge, or 5 years after death, whichever occurs first.

Retained by: Nurses.

RRO 450 (1980) SECTION 36

Record: Clinical and financial records re patients.

Retention Period: 6 years after date of last entry of until cessation of practice.

Retained by: Optometrists.

RRO 451 (1980) SECTION 59

Record: Oral direction to record on prescription refill.
Retention Period: Not stated.
Retained by: Pharmacists.

SECTION 65

Record: Prescriptions and other records required by this register as stipulated in Sections 62, 63, 64, and 65 of the Act.

Retention Period: Not less than six years. Retained by: Pharmacists.

<u>HEALTH INSURANCE ACT, RSO (1980) C.197</u> RRO 452 (1980) SECTION 4

Record: Request for exemption from insurance. Retention Period: Duration of Employment. Retained by: Employer.

SECTION 19

Record: Record of health insurance number.

Retention Period: Up to six months from ter

Retention Period: Up to six months from termination of member or group,

Retained by: Employer.

<u>HOMES FOR SPECIAL CARE ACT, RSO (1980) C.202</u> RRO 501 (1980) SECTION 7

Record: Written record on illnesses, transfers, discharges and deaths of residents.

Retention Period: Records retention requirements of the Nursing Homes Act are absolute and supercede this Act.

Retained by: Homes for Special Care.

SECTION 8; 22

Record: Record of inspection and tests of fire equipment, heating system and chimneys.

Retention Period: Records retention requirements of the Nursing Homes Act are absolute and supercede this Act.

Retained by: Homes for Special Care.

SECTION 25

Record: Book of account showing deposits and withdrawals including those of patients.

Retention Period: Records retentin requirements of the Nursing Homes Act are absolute and supercede this Act.

Retained by: Homes for Special Care.

RRO 501 (1980) SECTION 35

Record: Record for each resident.

Retention Period: Records retention requirements of the Nursing Homes Act are absolute and

supercede this Act.

Retained by: Homes for Special Care.

MENTAL HOSPITALS ACT, RSO (1980) C.263 RRO 611 (1980) SECTION 18

Record: Record of all examinations and tests of every employee in the institution.

Retention Period: Three years after employee ceases to be employed.

Retained by: Hospitals (Mental).

NURSING HOMES ACT, RSO (1980) C.320 RRO 690 (1980) SECTION 41

Record: Administrator of a nursing home shall keep a written record of fire drills and equipment inspections.

Retention Period: Two Years. Retained by: Nursing Homes.

SECTION 68

Record: Chemist or physician shall keep a record of purchase of drugs or poison for use in a nursing home.

Retention Period: Two Years. Retained by: Nursing Homes.

SECTION 90

Record: Every administrator shall maintain general records re residents, inspections and recommendations, etc. Retention Period: Two Years.
Retained by: Nursing Homes.

SECTION 91

Record: Personnel records to be kept by every administrator.

Retention Period: Two years after termination. Retained by: Nursing Homes.

SECTION 96

Record: Financial Records to be maintained by every licensee of a nursing home.
Retention Period: Six Years.
Retained by: Nursing Homes.

PUBLIC HEALTH ACT, RSO (1980) C.409

O.REG. 781/81 SECTION 9a

Record: Record of each person receiving tests or other immunization treatment.

Retention Period: 1. For adults, 10 years from date of service;

For children, as above or at school leaving.

Retained by: Medical Officer of Health.

RRO 847 (1980) SECTION 30

Record: Records of temperature charting for pasturization of milk on a batch basis.

Retention Period: 3 months.
Retained by: Milk Processors.

O.REG. 749/81 SECTION 43

Record: Every operator shall record the purchase of livestock:

- a) source of purchase
- b) live/dressed weight
- c) slaughter details.

Retention Period: One Year from date of slaughter. Retained by: Slaughter House Operators.

O.REG. 669/81 SECTION 25 a

Record: Daily records re chemicals in pool water, number of bathers, emergencies, etc.

Retention Period: One Year.

Retained by: Swimming Pool Operators.

RRO 854 (1980) SECTION 4

Record: Specimen collection centre records.

Retention Period: Not stated.

Retained by: Specimen Collection Center Owner/Operator.

PUBLIC HOSPITALS ACT

RRO 865 (1980) SECTION 35

Record: 1. Laboratory report - to form part of the medical record.

Retention Period: See Sections 42, 43, 44, 45 Retained by: Hospitals. (Public)

SECTION 38

Record: Patients' medical record.
Retention Period: See Sections 42, 43, 44, 45.
Retained by: Hospitals. (Public)

SECTION 40

Record: Form 2 - completed by physician after person dies. Retention Period: See Sections 42, 43, 44, 45 Retained by: Hospitals. (Public)

RRO 865 (1980) SECTION 46

Record: Nurses notes, charts and sheets.

Retention Period: If not part of the medical record (for court action) shall be retained for 5 years from date of discharge. If part of medical record see Sections 42, 43, 44,

Retained by: Hospitals. (Public)

SECTION 47

Record: X-ray films - part of record if report is written.
X-ray film NOT part of medical record.

Retention Period: a) 5 years if film of chest.

b) 5 years if film shows significant abnormality.

c) 1 year if film, other than chest, does not show any abnormality.

Retained by: Hospitals. (Public)

SECTION 48

Record: Slide for microscope examination which involves report.

Retention Period: 5 years after date slide was made if any abnormality or court action is taken. 2 years if no abnormality.

Retained by: Hospitals. (Public)

SECTION 55

Record: Anaesthetic Record.
Retention Period: See Sections 42, 43, 44, 45.
Retained by: Hospitals. (Public)

SECTION 57

Record: Record of blood taken.

Retention Period: See Sections 42, 43 44.

Retained by: Hospitals. (Public)

SECTION 62

Record: Records re findings and recommendations for patient critically ill or in hospital over 30 days.

Retention Period: See Sections 42, 43, 44.

Retained by: Hospitals. (Public)

SECTION 71

Record: Employee's record copy of report and record of examination, X.ray and tests for TB.

Retention Period: See Section 72. Retained by: Hospitals. (Public)

SECTION 72

Record: Permanent record of all examination and tests for every employee.

Retention Period: Three years after employee has ceased employment.

Retained by: Hospitals. (Public)

SECTION 84

Record: Record of inspections, tests and practices. Retention Period: Two Years.

Retained by: Hospitals. (Public)

NOTE ON RETENTION PERIOD FOR REGULATION RRO 865 (1980)

- Section 42: Medical records that have been photographed pursuant to subsection 1 shall be retained for 2 years from date discharge or death of patient.

 Photographs made pursuant to subsection 1 shall be retained for 50 years from date made.
- Section 43: Statutory declaration of oath re manner of destruction indicating type of records destroyed.
- Section 44: Medical Records that have not been photographed in accordance with practice established by the Board pursuant to Section 42 shall be retained in hospital:
 - a) 20 years following date of discharge or date of last visit.
 - b) 5 years following death
- Section 45: For medical records for patients under 18.
 - a) 20 years after 18th anniversary of birth where deceased
 - b) 5 years after the patient would have become 18 years of age had he lived.

Retained by: Hospitals. (Public)

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TOURISM ACT

RRO 936 (1980) SECTION 5(2)

Record: Register and records of a tourist establishment (provided from previous owner to new owner)

Retention Period: One Year before change of ownership.

Retained by: Tourist Establishment.

SECTION 5(3)

Record: Register and records maintained by new owner.

Retention Period: Expiration of period of time required by regulation or until new owner, whichever occurs first.

Retained by: Tourist Establishment.

SECTION 11

Record: Bound book, card index or other registration systems, a register of persons, motor vehicles and trailers accommodated in tourist establishment.

Retention Period: At least 1 year from the date of entry.

Retained by: Tourist Establishment.

MINISTRY OF LABOUR

EMPLOYMENT AGENCIES ACT RSO 1980 C.136 RRO 280 (1980) SECTION 15

Record: The employment agency shall at the request of the Supervisor furnish the Supervisor with the name and address of the employer who has the employment available.

Retention Period: Not stated.
Retained by: Employment Agencies.

SECTION 16

Record: Employment agency shall issue a receipt for all money received and retain a copy in its records.

Retention Period: Not stated.

Retained by: Employment Agencies.

SECTION 18

Record: Every employment agency shall make and keep records showing name, address and qualifications of each applicant for employment, name and address of each person requesting applicants.

Retention Period: Not stated. Retained by: Employment Agencies.

EMPLOYMENT STANDARDS ACT

RSO 1980 C.137 SECTION 11(1)a

Record: The employer shall keep for a period of twenty-four months after work is performed or services are supplied by an employee complete and accurate records in respect of the employee showing name and address, date of birth, number of hours worked, wage rate and gross earnings, amount of deductions, etc.

Retention Period: Two Years. Retained by: Employers.

SECTION 11(1)b

Record: An employer shall keep for a period of five years after work is performed by an employee complete and accurate records in respect of the employee. Retention Period: Five Years. Retained by: Employers.

INDUSTRIAL STANDARDS ACT RSO 1980 C.216 SECTION 13(1)

Record: An employer to whom a schedule applies shall make and keep for a period of at least twelve months after work is performed by an employee, a record of the name, address, wage rate, vacations with pay or payment in lieu of vacations, hours worked and actual earnings of the employee, etc...

Retention Period: Twelve months after work performed. Retained by: Employers. (see Schedules of the Act)

RRO 511 (1980) SECTION 2

Record: An employer shall include a detailed record and keep for a period of at least twelve months after work is performed by an employee.... Retention Period: Twelve months after work performed. Retained by: Employers. (see Schedules of the Act)

OCCUPATIONAL HEALTH AND SAFETY ACT RSO 1980 C.321 SECTION 8 (7)

Record: Health and Safety Committee shall maintain and keep minutes of its proceedings. Retention Period: Not stated. Retained by: Companies. (See Section 8 (2) of the Act)

SECTION 18 (2)

Record: Owner of a mine shall cause drawings plans or specifications to be maintained and kept up to a date not more than six months past.

Retention Period: Six months.

Retained by: Companies (i.e., Construction, Mining, Industrial, Manufacturing): See criteria set out in Section 8 (2) of the Act.

<u>SECTION 18 (3)</u>

Record: a) filing of drawings etc., to be retained at workplace

Retention Period: Not stated.

Retained by: Companies (i.e., Constructin, Mining,

Industrial, Manufacturing): See criteria set

out in Section 8 (2) of the Act.

SECTION 29 (6)

Record: Where an inspector makes an order or issues a report of his inspection, the owner, constructor, employer or person in charge of a work place has to cause a copy to be posted in a conspicuous place and furnish a copy to the health and safety representative and the committee....

Retention Period: Until authorization of Inspector. (See Section 29. (5)

Retained by: Companies (i.e., Consttuction, Mining, Industrial, Manufacturing): See criteria set out in Section 8 (2) of the Act.

OCCUPATIONAL HEALTH AND SAFETY ACT RRO 692 (1980) SECTION 5

- Record: (1) Written report required re notice of accidents including name and address of the constructor and employer, nature and the circumstances of the occurrence, description of the machinery or equipment involved, time and place of occurrence... (required by Sec. 25 of the Act.)
 - (3) A record of an accident, explosion or fire causing injury requiring medical attention...shall be kept in the <u>permanent</u> records of the employer....

Retention Period: See Section 6 as described under Section 72.

Retained by: Companies. (Industrial and Construction)

SECTION 55 (1)

Record: Permanent record shall be kept re construction of lifting device to determine its capability of handling the maximum load....

Retention Period: See Section 6 as described under Section 72.

Retained by: Companies. (Industrial and Construction)

SECTION 72

Record: Records of results of each test of confined space in a permanent record....

Retention Period: Section 6 of the regulation: where a report or permanent record is prescribed under Section 5, 55 and 72 it is retained for:

- a) one year, or
- b) such longer period as necessary to ensure the two most recent reports are kept. Also see Section 72 regarding permanent.

Retained by: Companies. (Industrial and Construction)

RRO 691 (1980) as amended SECTION 9

Record: No record.

Rention Period: Where a record is required to be kept available for inspection, the record shall be retained for one year after project completion.

Retained by: Not retained.

SECTION 10 (3)

Record: A record of an accident, explosion or fire causing injury requiring medical attention shall be kept in the <u>permanent</u> records of the employer...

Retention Period: One year after project completion (See Section 9).

Retained by: Construction Projects.

SECTION 119 (2)(d)(iii)

Record: Employer to maintain record of results of each test re confined space and certify in writing that a hazard does not exist in the confined space or that there is not a likelihood of a hazard developing.

Retention Period: One year after project completion (See Section 9).

Retained by: Construction Projects.

SECTION 120 (4)

Record: A record of the inspections of a crane or other mechanically powered hoisting device shall be kept in a log book.

Retention Period: Not stated.

Retained by: Construction Projects.

SECTION 168 (2) (3)

Record: Copy of the drawings and specifications shall be kept at the project - copy submitted to Director.

Retention Period: One year after project completion (See Section 9).

Retained by: Construction Projects.

SECTION 175 (4)

Record: Copy of drawing re trench support system to be kept at the project site and 2 copies submitted to Director.

Retention Period: One year after project completion (See Section 9).

Retained by: Construction Projects.

SECTION 208 (3)

Record: Record re (tests) safety devices on hoist required to be performed by subsection 2 and kept available for inspection (hoisting).

Retention Period: One year after project completion (Sce Section 9.)

Retained by: Construction Projects.

RRO 691 (1980) SECTION 219 (4)(c)

Record: Where a tunnel is to be more than 12 metres in length, drawings of the design shall be available for inspection.

Retention Period: One year after project completion (See Section 9).

Retained by: Construction Projects.

SECTION 250 (1)(b)(iii)

Record: Where a project physician conducts an examination.. he shall:

- a) make a record of the exam. in Form 3 indicating result
- b) complete Form 1 and deliver to superintendent
- c) retain copy of Form 2 and Form 3 for inspection
- d) send a completed copy of Form 2 and 3 to Ministry

Retention Period: One year after project completion (See Section 9).

Retained by: Construction Projects.

SECTION 251 (1)

Record: Superintendent shall keep available for inspection: (re: compressed air)

- a) all completed copies of Form 1...
- b) all records of air pressure in the air locks...
- c) all records required to be kept by the lock tender...(s.286)

Retention Period: One year after project completion (See Section 9).

Retained by: Construction Projects.

SECTION 266 (3)

Record: One copy of drawings of air lock, bulkheads and doors shall be kept on the project and one copy sent to Director.

Retention Period: During life of project Retained by: Construction Projects.

SECTION 270 (1)

Record: Every air lock used for persons shall have an automatic recording gauge of the rotating dial or strip-chart which shall permanently record the air pressure in the lock.

Retention Period: One year after project completion (see Section 9)

Retained by: Construction Projects.

RRO 694 (1980) as amended SECTION 19 (5)

Record: Certificate of test for each sample of shaft rope. Retention Period: Not stated. Retained by: Mines and Mining Plants.

SECTION 20 (3)

Record: A record of an accident, explosion or fire causing injury requiring medical attention...shall be kept in the permanent records of the employer...

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 26 (3)

At least once each month in an underground mine, fire extinguishing equipment, fire suppression systems, fire hydrants and fire doors shall be inspected and reported in writing to the supervisor in charge.

Retention Period: Not stated. Retained by: Mines and Mining Plants.

SECTION 27 (3)

Record: Written report certifying no accumulation of flammable refuse.

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 35 (2) f

Record: Escapement exit monthly inspection report.

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 39 (2)

Record: Fire procedures.

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 39 (3)(c)

Record: Test results of proficiency of workers trained in

fire fighting procedures.

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 39 (5)

Record: Monthly fire inspection reports.

Retention Period: Not stated.

SECTION 62 (1)

Record: Record in writing shall be made by the supervisor re dangerous condition and state of corrective

measures taken.

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 67

Record: A record of the occurrence of a rockburst or of an

uncontrolled fall of ground at an underground mine

shall be kept in writing....

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 68 (2)

Record: A record of the tests required by subsection 1 shall be kept (installation of rockbolts tested)

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 114 (10)

Record: A record of such tests (mechanical maintenance)

shall be signed by a competent worker and kept for

each such vehicle.

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 114 (11)

Record: A procedures of maintenance practice for each vehicle shall be adopted which will record the

maintenance and tests that have been carried out.

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 121 (2)

Record: A record for every licensed magazine shall be kept

of explosives received and issued.

Retention Period: Not stated.

Retained by: Mines and Mining Plants.

SECTION 121 (4)

Record: Reports re weekly inspection of storage containers

and magazines shall be kept for a period of at

least 6 months.

Retention Period: 6 months.

SECTION 130 (4)

Record: A misfire that has been reblasted and not been checked, with the location of the hole, shall be recorded in the shift log.

Retention Period: Unspecified, requires a shift log to be kept.

Retained by: Mines and Mining Plants.

SECTION 136

Record: Records of each primary blast at a surface mine shall be kept.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 159 (2)

Record: Results of tests re protective devices for installations that operate in excess of 750 volts shall be recorded in a record book.

Retention Period: Unspecified for electrical record book. Retained by: Mines and Mining Plants.

SECTION 168 (5)

Record: A certificate showing the voltage for which a cable was built shall be obtained by the user.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 168 (6)

Record: Records of each test of insulation shall be kept. Retention Period: Unspecified. Retained by: Mines and Mining Plants.

SECTION 179 (7)

Record: A log book shall be kept in which the date, findings and name of competent persons performing the examinations (safe operations of an elevator) and tests prescribed shall be recorded.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 184 (6)

Record: The dates, findings and names of the competent persons performing the examinations and tests (safe operation of a lifting device) shall be recorded and available for inspection.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 187 (7)

Record: A log book shall be kept for each crane..... Retention Period: Unspecified.

SECTION 187 (14)

Record: The crane operator's medical certificate shall be kept on file and recorded on a posted list of

active crane operators. Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 189 (10)

Record: A log book shall be kept for each raise chamber...
Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 192 (2)

Record: The discharge air temperature (by a reciprocating type air compressor) shall be recorded in the compressor log book.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 199

Record: Five types (Electrical, Hoisting Machinery, Hoistman's Log, Rope Record, Shaft Inspection) of log books shall be obtained from the Ministry and used for each mine hoisting plant.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 217 (1)

Record: A certificate of test of the portion of the rope referred to in subsection 2 shall be kept available for inspection.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

<u>SECTION 230 (3)</u>

Record: A hoistman's medical certificate shall be kept available for inspection and expire 12 months after its date.

Retention Period: Twelve months.

Retained by: Mines and Mining Plants.

SECTION 241 (2)

Record: A log book is kept in which records of service, maintenance and tests for the system are recorded.

Retention Period: Unspecified.

SECTION 242 (2)

Record: Accurate plans and records of a mining plant building ventilation system shall be kept and maintained.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 243 (2)

Record: Accurate plans and records of a mechanical ventilation system in an underground mine shall be

ventilation system in an underground mine shall be

kept and maintained... Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 257

Record: A metallurgical survey by mass of origin... shall

be conducted quarterly in a mining plant.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 258

Record: An annual survey of use by mass of potential hazardous chemical reagents shall be made in a mining plant.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 259

Record: Where a potential hazardous chemical reagent has caused a medical or compensable injury, an annual record shall be maintained for the reagent. and the record of the injury caused by the reagent shall be kept.

Retention Period: Unspecified.

Retained by: Mines and Mining Plants.

SECTION 280 (4)

Record: The results of the analyses of a monitoring program mentioned in subsection 1 shall be kept by the employer for a period of 20 years from the date the results were obtained.

Retention Period: Twenty years (from date of results).

Retained by: Mines and Mining Plants.

WORKMEN'S COMPENSATION ACT RSO 1980, C.539 SECTION 97(3)

Record: Every employer shall keep careful and accurate account of all wages paid to his employees....

Retention Period: Unspecified.

Retained by: Employers.

LEGISLATIVE ASSEMBLY (Commission on Election Contributions and Expenses)

ELECTION FINANCES REFORM ACT, RSO C.134 (1980)

SECTION 27 (1)

SECTION 34(4)

SECTION 36

Record: Group contributions.

Receipts and expenditures.

Funds borrowed.

Retention Period: Not stated, but refer to <u>Guidelines for</u>

<u>Chief Financial Officers</u> available from the Commission.

Retained by: Political party, constituency association, political candidates.

SECTION 23(3)

Record: Information on political advertisements including publication date, charge, etc.

Retention Period: Two years after date of publication.

Retained by: Political party, constituency association, political candidates.

MINISTRY OF MUNICIPAL AFFAIRS AND HOUSING

MUNICIPAL ACT

RSO C. 302 (1980) SECTION 16

Record: Receipts, vouchers, instruments, rolls or other documents, records and papers.

Retention Period: a) approval of Ministry or

b) in accordance with by-law establishing schedules of retention passed by Municipality and approved by the municipal auditor.

Retained by: Municipalities.

THIS RECORD RETENTION REQUIREMENT WITH SLIGHT MODIFICATION IS CONTAINED IN THE FOLLOWING REGIONAL ACTS:

REGIONAL MUNICIPALITY OF DURHAM ACT, RSO C. 434, (1980)
SECTOIN 129 (1)
REGIONAL MUNICIPALITY OF HALDIMAND-NORFOLK ACT, RSO C. 435, (1980) SECTION 111 (1)
REGIONAL MUNICIPALITY OF HALTON ACT, RSO C. 436, (1980)
SECTION 122 (1)
REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH ACT, RSO C. 437, (1980) SECTION 133 (1)

REGIONAL MUNICIPALITY OF NIAGARA ACT, RSO C. 438, (1980)
SECTION 161 (1)
REGIONAL MUNICIPALITY OF OTTAWA-CARLTON ACT, RSO C. 439, (1980) SECTION 163 (1)
REGIONAL MUNICIPALITY OF PEEL ACT, RSO C. 440, (1980)
SECTION 117 (1)
REGIONAL MUNICIPALITY OF SUDBURY ACT, RSO C. 441, (1980)
SECTION 103 (1)
REGIONAL MUNICIPALITY OF WATERLOO ACT, RSO C. 442, (1980)
SECTION 103 (1)
REGIONAL MUNICIPALITY OF YORK ACT, RSO C. 443, (1980)
SECTION 153 (1)
DISTRICT MUNICIPALITY OF MUSKOKA ACT, RSO C.121, (1980)
SECTION 108 (1)
COUNTY OF OXFORD ACT, RSO C. 365, (1980) SECTION 108 (1)

MUNICIPALITY ELECTIONS ACT RSO C.308 (1980) SECTION 34

Record: Nomination papers.
Retention Period: Not stated.
Retained by: Municipalities.

SECTION 89

Record: Election ballots.

Retention Period: 90 days from date of poll (and destroy in presence of witnesses), unless directed by an order of a judge or officer having jurisdiction to retain.

Retained by: Municipalities.

MINISTRY OF NATURAL RESOURCES

CROWN TIMBER ACT

RSO C.109 (1980) SECTION 19

Record: Every licensee shall keep records of every cutting operation such records relating to the quantity of timber cut as are required by the Minister....

Retention Period: To the end of each cutting season. Retained by: Timber (Crown) Licencees.

LAKE AND RIVERS IMPROVEMENT ACT

RSO C.229 (1980) SECTION 49

Record: Companies to report annually to Minister re cost of works, amount of money expended, amount of capital stock, amount paid in, amount received, etc.

Retained by: Timber Slide Companies.

SECTION 50

Record: The company shall keep proper books of account
Retention Period: Not stated.
Retained by: Timber Slide Companies.

GAME AND FISH ACT

O.Reg. 154 (1981) SECTION 2

Record: Fur dealer to maintain a record of pelts purchased and sold by him.

Retention Period: One year after expiration of licence.

Retained by: Fur Dealers.

MINING ACT

RSO C.268 (1980) SECTION 121

Record: The holder of a quarry permit must keep a detailed record of his operations and shall retain copies of all documents relating to sales and shipments....

Retention Period: Not stated.

Retained by: Quarry Permit Holder.

RRO 634 (1980) SECTION 20(15)(a)

Record: The lessee under a natural gas lease in Lake Erie must keep a record of all natural gas marketed or otherwise disposed of.

Retention Period: Record of current year may be disposed of after submission to Ministry.

Retained by: Natural Gas Well Lessee.

RRO 633 (1980) SECTION 8(13)(a)

Record: The lessee under a natural gas lease north of the fifty-first parallel must keep a record of all natural gas, petroleum or petroleum products sold or otherwise disposed of by him.

Retention Period: Record of current year may be disposed of after submission to Ministry.

Retained by: Natural Gas Well Lessee.

RSO C269(1980) SECTION 11(1)

Record: Any person liable to pay mining tax must keep proper books of account.

Retention Period: Not stated.

Retained by: Mine Operator.

PETROLEUM RESOURCES ACT RRO 752 (1980) SECTION 18 (2)

Record: When a well is in the process of being bored, drilled, deepened, worked over or plugged, the operator must keep at the well or at his field office, a daily record of the operation.

Retention Period: Not stated.

Retained by: Oil Gas Well Operator.

SECTION 30(1)

Record: The operator of a producing well (oil or gas) must keep at an office within Ontario a complete and accurate record showing the quantity of oil, gas and water produced, the average separator pressure if a separator is used, full particulars of the disposition of all products of the well and where the product is sold, the name of the purchaser and amount realised from the sale.

Retention Period: Record of current year may be disposed of after submission to Ministry.

Retained by: Oil Gas Well Operator.

SECTION 48(2)

Record: During any period of testing following completion of a well or following working over of a well, the operator must maintain a record of the production.

Retention Period: During period of testing.

Retained by: Oil Gas Well Operator.

RRO 752 (1980) SECTION 55 (3)

Record: Every producer of oil or gas must maintain maps of his production and collection system.

Retention Period: During period of testing.

Retained by: Oil, Gas Producer.

SECTION 56(1)

Record: The operator of an injection well used to repressure, maintain pressure in or flood any oil or gas horizon must keep at the well or his field office, a record showing the total volume of fluid or other substance injected in the well, the source from which the fluid or other substance was obtained, the average daily injection pressure and the treatment to which the fluid or other substance has been subjected.

Retention Period: Not stated.
Retained by: Well (Injection) Operator.

SECTION 57 (1)

Record: The operator of a well for the disposal of mineral water must keep at the well or at his field office a record showing the total volume of fluid injected into the well, the source from which the fluid was obtained, the average daily injection rate and the average injection pressure.

Retention Period: Not stated. Retained by: Well Operator.

SURVEY ACT

RSO C.493 (1980) SECTION 4(1)

Record: A surveyor must keep a record and index of all field notes.

Retention Period: Not stated.

Retained by: Surveyor.

SURVEYORS ACT

RSO C.492 (1980) SECTION 7(3)

Record: The Secretary of the Association must keep a record of the names of all members.

Retention Period: Not stated.

Retained by: Association of Ontario Land Surveyors.

SECTION 9 (2)

Record: The Treasurer of the Association must keep books of account of monies received and paid out by him.

Retention Period: Not stated.

Retained by: Association of Ontario Land Surveyors.

MINISTRY OF NORTHERN AFFAIRS

LOCAL SERVICES BOARDS ACT RSO 1980, C.252, SECTION 14

Record: Secretary shall keep minutes of meetings and maintain books of account and other records.

Retention Period: Not stated.

Retained by: Local Improvement Boards

MINISTRY OF REVENUE

CORPORATIONS TAX ACT RSO CHP. 97 (1980) SECTION 87

Record: Records, books of account including annual inventory for tax purposes.

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Retention Period: Generally six years. Refer to Tax

Information Bulletin published by

Ministry of Revenue.

Retained by: Corporations.

GASOLINE TAX ACT

RSO CHP. 186 (1980) SECTION 15

Record: Records and books of account for determination of

taxes. Retention Period: Generally six years. Refer to Tax

Information Bulletin published by

Ministry of Revenue.

Retained by: Gasoline Refiners.

MOTOR VEHICLE FUEL TAX ACT RSO 300 (1980) SECTION 11 (3)

Record: Books of account for ascertaining amount of tax

payable.

Retention Period: Generally six years, Refer to Tax

Information Bulletin published by

Ministry of Revenue.

Retained by: Diesel Fuel Sellers.

RACE TRACK TAX ACT

RSO 428 (1980) SECTION 3 (2)

Record: Books of account, vouchers and minute books relating to race track meetings.

Retention Period: Generally six years. Refer to Tax Information Bulletin published by

Ministry of Revenue.

Retained by: Race Tracks.

RETAIL SALES TAX ACT

RRO 904 (1980) SECTION 14

Record: Books of account, records and documents of inventories, purchases, sales and discounts and refunds of personal property as well as collection

and disposal of tax.

Retention Period: Generally six years. Refer to Tax Information Bulletin published by Ministry of Revenue.

Retained by: Business (Retail Sales Tax Collectors).

SMALL BUSINESS DEVELOPMENT CORPORATION ACT CHP. 475 (1980) SECTION 31

Record: Books, records, accounts or returns on a corporation.

Retention Period: Generally six years. Refer to Tax Information Bulletin published by

Ministry of Revenue.

Retained by: Small Business Corporations (Development).

RRO 934 (1980) SECTION 17

TOBACCO TAX ACT

Record: Records and books of account for determination of tax collectable.

Retention Period: Generally six years. Refer to Tax Information bulletin published by Ministry of Revenue.

Retained by: Tobacco Wholesalers.

MINISTRY OF THE SOLICITOR GENERAL

ANATOMY ACT

RRO 15 (1980) SECTION 2

Record: Each school shall keep:

- Every certificate for anatomical dissection of unclaimed body (Form 2)
- 2. Every certificate for anatomical dissection of a donated body (Form 3)
- 3. A copy of every receipt for a body (Form 4)
- 4. Every notice of disposal of body (Form 7)
- 5. Every identification tag (Form 8) attached to a body received by a school.
- 6. Every consent given under Human Tissue Gift Act for use after death of body received by school.
- 7. The burial permit required in connection with disposal of a body.
- 8. An antero posterior photograph and lateral photograph of the face of each unclaimed body.
- 9. A complete set of finger prints of each unclaimed body.

Retention Period: 10 Years.

Retained by: Universities (Medical Schools).

HOTEL FIRE SAFETY

RRO 505 (1980) SECTION 66 (3)

Record: A record, indicating the date and time of a fire alarm test and the name of the inspector or a member of the local fire department present, shall be kept on the premises.

Retention Period: Not stated.

Retained by: Hotels.

POLICE ACT

RSO (1980) C.381 SECTION 66 (2)

Record: The oath of every chief of police, other police officer and constable of a municipal police force shall be deposited in the office of the clerk of the municipality or of the secretary of the board of the municipality for which he is appointed.

Retention Period: Not stated.

Retained by: Municipality or Local Police Commission.

HIGHWAY TRAFFIC ACT

RSO 1980 C.198 SECTION 42

Record: Persons dealing in secondhand motor vehicles, trailers or bicycles to keep records of all vehicles and bicycles bought, sold or wrecked.

Retention Period: See O.Req., 46 (1981)

Retained by: Dealers in Secondhand Motor Vehicles, Trailers

O.Reg. 46 (1981) SECTION 2

Record: Licencees to keep a book of records for motor vehicles, trailers and used car lot.

Retention Period: Two years.

Retained by: Motor Vehicle Dealers (Used Cars, Garages, Repair Shop, Wrecking).

O.Reg. 204 (1981) SECTION 4

Records: Records required for persons engaged in garage, repair shop, used cars, wrecking and dismantling of motor vehicles.

Retention Period: Two years.

Retained by: Motor Vehicle Dealers (Used Cars, Garages, Repair Shop, Wrecking).

RRO 474 (1980) SECTION 11

Record: a) copy of each certificate

Retention Period: Two years from date of issue

b) record of all vehicles inspected.

Retention Period: Two years from date of inspection.

c) record of persons authorized to countersign certificates or affix stickers.

Retention Period: Two years from date of termination of such authority.

d) vehicle's inspection record signed by mechanic. Retention Period: Twelve months from the date of affixing sticker on vehicle.

Retained by: Motor Vehicle Inspection Station Licencees.

PUBLIC COMMERCIAL VEHICLES ACT, RSO 1980 C.407

O.Reg. 205 (1981) SECTION 1

Record: (1) Record of hours of labour of drivers and vehicles.

(2) Every driver to maintain a record of his hours of labour.

Retention Period: One year.

Retained by: Commercial (Public) Vehicle Drivers.

PUBLIC VEHICLES ACT RSO 1980 C.425

RRO 888 (1980) SECTION 25

Record: Record of:

- a) hours of labour of all drivers and vehicles;
- b) operation of each vehicle;
- c) every chartered or special trip.

Retention Period: One year.

Retained by: Transportation Passenger.

TELEPHONE ACT RSO 1980 C.496 SECTION 88

Record: Copy of by-laws and resolutions to be retained for inspection.

Retention Period: Not stated.

Retained by: Telephone Companies.

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